

**Fort Edmonton Foundation  
Board of Directors  
Terms of Reference**



Fort Edmonton Park is a cultural gem nestled in the scenic river valley of Alberta's capital city. The Park, opened in 1974, provides visitors with a living history experience. It advances City Council's goal of making Edmonton one of Canada's most livable cities by fostering our heritage, supporting our arts and multicultural communities, and encouraging active lifestyles through recreational opportunities.

The Fort Edmonton Foundation (the 'Foundation') was founded in 1969 by a group of dedicated community leaders interested in establishing a visible memorial to the origins of the City of Edmonton.

**Our Vision**

To create and promote an internationally acclaimed living history experience.

**Our Mission**

The Fort Edmonton Foundation celebrates Edmonton's vivid, diverse history. We achieve this through building community philanthropic support for capital projects and other initiatives within Fort Edmonton Park.

**Values**

The primary core value of the Fort Edmonton Foundation is integrity. Integrity is the fundamental principle of our relationships with our donors; it guides our stewardship of their contributions. The foundation understands that its mission is accomplished solely because of the generosity of those who support it.

The Fort Edmonton Foundation believes historical integrity and authenticity is important to the successful development of Fort Edmonton Park as a globally-acclaimed living-history experience.

The Fort Edmonton Foundation values and creates opportunities for accessibility through partnerships and strategic philanthropic support from the community.

The Fort Edmonton Foundation strives to ensure that all individuals who work to further its mission, be they donors, volunteers, staff, or stakeholders, are treated according to policies that are legally grounded, and guided by respect and individual rights.

**Goals**

To provide the financial resources that enable project development within Fort Edmonton Park.

To work in partnership with the Fort Edmonton Management Company to develop Fort Edmonton Park.

## **The Role of the Board**

The Board of the Fort Edmonton Foundation are community volunteers who are responsible for the good governance and organizational direction of the Foundation. With a focus of fundraising, the Board are responsible for:

- Development of the strategic plan for the Foundation.
- Defining the objectives of the Foundation in alignment with the strategic plan.
- The establishment of policies designed to achieve the defined objectives.
- Oversight and control of the assets of the Foundation.
- Recruitment and oversight of an Executive Director to manage and lead the Foundation operations.
- Raising funds for the Foundation through their personal philanthropy and actively engaging the support of others.
- Participating regularly in board meetings (to a maximum of 10 meetings per year including one Board Retreat).
- Participating in all Board committees as required.
- Attending Fort Edmonton Foundation fundraising events.
- Acting as a champion and advocate for Fort Edmonton and the Fort Edmonton Foundation.

## **Committees of the Board**

- Finance Committee
- Governance Committee
- Capital Campaign Cabinet
- External Community and Government Relations
- Special Projects, Fundraising and Events Committee
- Fort Edmonton Foundation CARES

## **Time Commitment**

Directors are expected to make a time commitment of approximately four (4) to six (6) hours a month for board and committee meetings, events, and fundraising activities.

## **Election and Appointment of Directors**

Directors hold office until the next Annual General Meeting.

## **Other**

As per the Articles of Association, the voting members of the organization must pay a members fee (currently \$25/year). Board Members/Directors are expected to be a member of the organization and pay the annual fee before March 31st each year.

Directors are required to comply with the Code of Conduct and Confidentiality policies of the Foundation.

### **How to Apply**

Interested applicants, please contact:

Lori Farquharson Persaud, Executive Director  
Fort Edmonton Foundation  
(780) 496-6978  
[supportfortedmonton.com](http://supportfortedmonton.com)